

Preface

The **Kentucky Agricultural Development Board (ADB)** will invest money from the Kentucky Agricultural Development Fund in innovative proposals that increase net farm income and affect tobacco farmers, tobacco-impacted communities and agriculture across the state through stimulating markets for Kentucky agricultural products, finding new ways to add value to Kentucky agricultural products, and exploring new opportunities for Kentucky farms and farm products.

Each applicant seeking funding from the Kentucky Agricultural Development Fund (Phase I) must submit an application. This application packet provides the forms, instructions and other information to be used in applying for Agricultural Development Funds. Forms & instructions may also be found on our website at <http://agpolicy.ky.gov/>.

The requirements for the content of Agricultural Development Fund applications are contained in this packet. Careful adherence to guideline requirements facilitates the processing and review of proposals. Therefore, the **ADB encourages all applicants to carefully read the application guidelines.**

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Please note: All applications expire after 12-months, from the date stamped received in our office. If additional information is requested of an applicant and it is not received within that 12-month timeframe, then the application expires and the applicant must reapply.

The Agricultural Development Board and County Agricultural Development Councils reserve the right to require revisions or clarifications of submitted proposals.

Instructions for Submission

Proposals for state and county funds are required to use the attached application forms. The application forms and instructions may be reproduced and distributed. Reproductions must be clear and made on 8 ½ x 11-inch paper. **Electronic and faxed submissions are not allowed.**

Applications for county funds should be made directly to the appropriate county council(s). Completed applications will be prioritized by the county council according to the County Comprehensive Plan and forwarded to the state Agricultural Development Board for a final funding decision. Some applicants may be requested by their county council to make a formal project presentation to the council.

Applications for state funds should be made directly to the Agricultural Development Board's (ADB) office. Each application will be evaluated for completeness. **Incomplete applications will not be processed.** The ADB will evaluate proposals according to the "Guiding Principles for Board Investment" and with consideration to *Kentucky's Long-term Plan for Agricultural Development*. Some applicants may be requested to provide additional information and supporting documentation.

Applications for a combination of county and state funds should be made to the respective county council(s) first, in accordance with the aforementioned procedure. The request for state funds should then be submitted with the county council's recommendation(s) to the state board. Review of this type of proposal may require a longer review process, due to the need for both county council(s) and state board input to act on such proposals.

Submissions from county councils and submissions for state funds should be sent to the following address:

*Kentucky Agricultural Development Board
Project Application
Governor's Office of Agricultural Policy
404 Ann Street
Frankfort, KY 40601*

Proposals submitted to the ADB office should include the original application and 16 copies, including supporting documents and prioritization form.

Proposals submitted to the Agricultural Development Board (ADB) will be considered by the ADB on a monthly basis. Proposals received in the ADB office by the 2nd Friday of the month will be referred at the next Board meeting for review the following month (e.g. a proposal received on April 8 will be referred at the May Board meeting for review by the Board in June).

*Questions regarding the proposal process should be directed to the Governor's Office of Agricultural Policy
(502) 564-4627 or govkyagpolicy@mail.state.ky.us.*